

CLARION COUNTY
Job Posting
December 09, 2022

POSITION: ASSISTANT PUBLIC DEFENDER
Full-Time, 80 hours per pay

<input checked="" type="checkbox"/>	External
<input checked="" type="checkbox"/>	Internal

DEPARTMENT: Public Defender, Clarion, PA

PAY GRADE: \$28.85/hour starting rate

BENEFITS: Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

POSTING DATE: Friday, December 09, 2022

DEADLINE TO APPLY: Tuesday, December 20, 2022 at 4:00 PM.

QUALIFICATIONS: Juris Doctorate degree, licensed and admitted to Pennsylvania Bar.

HOW TO APPLY

A County application and copy of your transcripts are required to be considered for the advertised vacancy.

Applications are available at:

www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php

OVERALL OBJECTIVE OF JOB

To provide competent legal representation to a wide variety of indigent or otherwise incarcerated criminal defendants at all stages of criminal prosecution in Clarion County.

ESSENTIAL FUNCTIONS OF JOB

1. Investigates assigned cases, interviews, and subpoenas witnesses, and conducts research in preparation for pre-trial hearings and trials.
2. Prepares and delivers arguments on a variety of legal issues in front of Magisterial District Judges as well as in the Court of Common Pleas.
3. Counsels' clients.
4. Prepares and files motions, briefs, and other legal documents.
5. Visits mental hospitals, jails, and state correctional facilities if client is detained.
6. Represents client at pre-trial hearings/conferences, other proceedings, arraignments, jury and non-jury trials, sentencing and post-conviction hearings.
7. Prepares post-trial motions, briefs, and arguments for appeals to Commonwealth, Superior and Supreme Courts.
8. Conducts legal research in preparation of cases and trials.
9. Negotiates plea-bargains with District Attorney for clients.
10. Dictates or writes letters and other legal correspondence and reports.
11. Interacts with other internal departments, police and external agencies and general public.

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12. Travels as necessary for duties and responsibilities of position.

OTHER DUTIES OF JOB

1. Attends staffings and training sessions.
2. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives instruction and supervision as needed from Chief Public Defender regarding daily work duties.

SUPERVISION GIVEN

None except in absence of Chief Public Defender or as delegated.

WORKING CONDITIONS

1. Works in adequate workspace, lighting, and ventilation but subject to fluctuations in temperatures.
2. Frequent exposure to noise, disruptions, and stress.
3. Normal indoor exposure to dust/dirt.
4. Potential exposure to blood borne pathogens and/or communicable diseases.
5. Works in conditions of potential outbursts or aggressive behavior of clients.
6. Travels occasionally to obtain legal information for cases.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures, and follow instructions.
2. Must be able to sit, stand for long periods with intermittent walking, driving and occasional climbing stairs, twisting, stooping, grasping, or reaching to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out job duties.
4. Light work with occasional lifting/carrying of objects with maximum weight of twenty pounds.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to move frequently throughout the workday.
7. Must be able to pay close attention to details and concentrate on work.
8. Must be able to work with clients who carry or may carry active hepatitis, HIV or other infectious diseases.

QUALIFICATIONS

EDUCATION/TRAINING

Juris Doctorate degree, licensed and admitted to Pennsylvania Bar.

WORK EXPERIENCE

None required, but public defender internship or similar experience is preferred.

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CLEARANCES

Must work in conjunction with employer to apply for Act 34 PA State Police Criminal History, Act 151 PA Child Abuse and FBI clearances prior to employment. All clearances must reflect acceptable results. Clearances must be renewed at least every five years.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative, creativity, and problem-solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers, and others.
5. Must possess ability to maintain confidentiality regarding client information and records.
6. Must possess the technical knowledge of operating personal computers.
7. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed to complete job duties, unless deemed exempt.
8. Must possess knowledge and ability to represent a variety of clients effectively and adequately in various criminal and civil cases.
9. Must possess ability to understand and interpret constitutional provisions, statutes, administrative regulations and precedents and procedures.
10. Must possess ability to set forth finding of facts and conclusions in written legal form.
11. Must possess ability to analyze facts, evidence and precedents and arrive at logical interpretation.
12. Must possess ability to effectively coordinate individual cases and interact with other staff members.

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A County application is required to be considered for the advertised vacancy.

Applications are available:

- Online by visiting:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php
- In-Person by visiting the Clarion County Human Resource Office on the 2nd floor of the Administration Building located at 330 Main Street, Clarion, PA 16214
- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: Tuesday, December 20, 2022, at 4:00 PM.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.

